

Chief, Management Staff

16 May 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 14 May 1958

1. Contributions

a. Variable

- (1) Completed 16 new or revised forms. The weekly average since 1 January is 11.7 forms.
- (2) The Records Center received 106 cu. ft. of inactive records from six offices, bringing the average weekly receipts since 1 January to 173 cu. ft. Disposition activity at the Center continued at a high rate, accounting for the disposal of 561 cu. ft. of records. This was 407 cu. ft. above the year's weekly average of 154 cu. ft.
- (3) Assisted in transferring to the Records Center two cu. ft. of inactive records of the DD/S Emergency Planning Officer.

b. Intangible

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- (1) Obsoleted four forms.
- (2) Collaborated with [REDACTED] officials in revising the Teletyped Information Report form. Its format will be compatible with other information report forms [REDACTED]

25X1A2g

- (3) Revised two items in the Records Control Schedule of the Office of the DD/I to permit destruction of inactive records.

2. Assignments - Active

- a. Employee Suggestions - Eight are being evaluated.
- b. Forms in Process - Sixteen new and 11 revised forms are in process.
- c. Revision of Travel Order Form - Proposed revision is being put into final form. Coordination in DD/S should start next week.

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25X1A2g

- d. Audit of OGR Personnel Central Schedule - Scheduling is underway at [REDACTED]
- e. Installation of Filing Systems.
  - ✓ (1) Office of Personnel Subject-Numeric Files.
  - (2) OSI Subject-Numeric Files.
  - (3) OGR Subject-Numeric Files.
  - ✓ (4) Legislative Counsel - Developed a form for recording contacts with members of Congress.
  - (5) Biographic Profile Files.
- ✓ f. Records Management Survey, Office of the DCI - Draft of the report completed and being typed.
- ✓ g. Shelf File Installations.
  - (1) Acquisitions Branch Library/OCE.
  - (2) Map Library Division/OGR.
  - (3) Office of Security.
- ✓ h. Records Management Survey, Records Services Division/OP.
- ✓ i. Document Division/DCM - Sorting Book - Office of Logistics is determining the availability of [REDACTED] equipment.
- j. Equipment Utilization Program - An examination of [REDACTED] Security Check Sheets disclosed that 150 safes checked were not opened in over 30 days, or were opened only once or twice some months. These safes will be called to the attention of the appropriate Area Records Officers.

FOIAb3b

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- k. Vital Materials Program - VM Deposit Schedules are being revised by OO, OO/C, OGR, [REDACTED], and Personnel in anticipation of [REDACTED]

3. Assignments - Inactive

- ✓ a. Forms Management Survey, Printing Services Division.
- b. Budget Office/Office of Communications File System Survey.
- c. Machine Records Division Shelf File Installation - suspended pending shoring of flooring to support weight of shelving.

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4. [REDACTED]

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5. Records. [REDACTED] were assigned to the Records Center for three days. No additional help should be needed by the Records Center to prepare the addition [REDACTED] or to transfer records to shelving in the [REDACTED] addit[REDACTED].

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Mgt/S/RM [REDACTED] fjm (16 May '58)

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